

SHARS and MAC Policy Clarification

The Health and Human Services Commission (HHSC) is required to follow the Centers for Medicare and Medicaid Services (CMS)-approved Texas Time Study Implementation Guide for time studies related to the School Health and Related Services (SHARS) and the Medicaid Administrative Claiming (MAC) programs.

The time study guide, approved by CMS on April 25, 2007, states:

Administrative staff such as executive directors, program directors, principals, assistant principals, special education directors, and other managers/supervisory staff are not to be included in the time study. Likewise, there should be no clerical or administrative support staff included. These staff will be included in the claiming process by allocating their time and appropriate costs based on the total time study effort.

HHSC does not have a CMS exemption from this requirement.

Therefore, to maintain compliance with the CMS-approved time study guide, independent school districts (ISDs) participating in the SHARS and MAC programs must exclude these staff from their quarterly time study participant lists and the cost pools for their annual cost reports. HHSC expects all SHARS and MAC ISDs to be fully compliant with this requirement in federal fiscal year 2020.

For questions regarding the SHARS cost report, cost reconciliation process or interim rates, please contact ra_shars@hhsc.state.tx.us. Questions pertaining to the MAC program should be directed to MAC@hhsc.state.tx.us.

For questions regarding the random moment time study and/or participant list, please contact timestudy@hhsc.state.tx.us.